



STATE OF CALIFORNIA
FAIR POLITICAL PRACTICES COMMISSION
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To: California State Agency and Department Conflict of Interest Code Reviewers

From: Erin V. Peth, Executive Director, Fair Political Practices Commission

Re: Required State Agency Conflict of Interest Code Review

Date: February 6, 2015

On behalf of the Fair Political Practices Commission, thank you for serving as the code reviewer for your state agency or department. You play a critical role in ensuring our State public servants report their financial interests in a timely manner and avoid potential conflicts of interest.

As you know, the law requires that every State agency and department have a Conflict of Interest Code, which identifies all agency officials and employees who make governmental decisions. These Conflict of Interest Codes are a fundamental tool in ensuring the public's trust in government officials.

It is essential and legally-required that your agency's Conflict of Interest Code reflects the current structure of your organization and properly identifies officials who should be filing Statements of Economic Interests (Form 700).

Biennial Review of State Agencies and Departments

To ensure each Conflict of Interest Code remains current and accurate, each State entity is required to review its Conflict of Interest Code every odd-numbered year. Once the review is complete, the entity reports back to the FPPC whether its Code needs to be amended or not.

Factors to Consider Regarding Whether an Amendment is Required

Please carefully review your agency's current Conflict of Interest Code and consider the following:

- Is the current Code more than five years old?
- Have there been any substantial changes to your entity's organizational structure since the current Code was enacted?
- Have any positions been eliminated or renamed since the current Code was enacted?
- Have any new positions been added since the current Code was enacted?
- Have there been any substantial changes in duties or responsibilities for any positions since the current Code was enacted?

If you answered yes to any of the above questions, your entity's Conflict of Interest Code will likely need to be amended.

Process for Completing the State Agency Biennial Notice

1. Review your entity's Conflict of Interest Code and determine whether it needs to be updated to reflect the current operational and structural realities of your organization.
2. Complete the attached 2015 State Agency Biennial Notice form indicating whether your current Conflict of Interest Code is accurate or needs to be amended.
3. Have your Chief Executive Officer sign the form and submit it to the FPPC by **March 2, 2015**. You may submit this form via email to biennialnotice@fppc.ca.gov or via mail to 428 J. Street, Suite 620, Sacramento, CA 95814.

A Note about Amending Conflict of Interest Codes

If you conclude your Conflict of Interest Code needs to be amended, the FPPC will provide you with additional information and instructions in early March. Generally, the amended Code should be submitted to the FPPC within 90 days.

One of the FPPC's primary goals is to streamline the process for amending Conflict of Interest Codes so the process is more efficient for both the FPPC and your agency. While this process has been rather lengthy and cumbersome in the past, we are working diligently to make it faster and easier. This better serves both the public and State government. If you have concerns with how the amendment process has been handled or suggestions for improving the process, please contact me at executivedirector@fppc.ca.gov.

Thank you again for fulfilling this important function and for your service to the people of California. If you have any questions about this process or your Conflict of Interest Code, please email advice@fppc.ca.gov or call 866-275-3772.